



San Bernardino County
Permits/Operations Support Division – Flood Control Section
 825 East Third Street, Room 108
 San Bernardino, CA 92415-0835
 (909) 387-7995 – FAX (909) 387-1858



FLOOD CONTROL PERMIT APPLICATION

The undersigned hereby applies for permission to encroach upon District right-of-way to perform the following work. It is understood that completing this application does not constitute permission to commence the work on District right-of-way.

Fully describe work to be performed within District right-of-way.

****Is a WDID (*Waste Discharge Identification*) number required for this project?** YES NO

If Yes, provide WDID number: _____ If no, provide justification: _____

Location of Work:
 (Be Specific) _____

Area (city/community): _____ District Facility: _____

Permittee (*PERMIT WILL BE ISSUED TO.....*)

Applicant / Designee for Permittee
ALL CORRESPONDENCE WILL BE SENT TO DESIGNEE

Contact _____ Title _____

Address _____

Address _____

City _____ State _____ Zip _____

City _____ State _____ Zip _____

Applicant's Representative (*PRINT*)

Phone # _____ FAX # _____

Phone # _____ FAX # _____

Email _____

Date _____

All applications shall be accompanied by 7 sets of plans, 2 sets of environmental approvals (if necessary), 3 sets of drainage calculations (if necessary) which include the input file listing, and all applicable fees. The submittal shall also contain one CD copy containing all plans and calculations.

****Permit issuance will be withheld without the required information**

Rev 06/30/16



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Permits Operations/Support Division – Flood Control
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PERMIT APPLICATION CHECKLIST

Each permit application must contain the following minimum items, and, depending on the specific nature of the permit request, may also need to include additional information to meet District requirements for review:

- A Flood Control Permit Application signed by the Applicant (Engineer or preparer of permit submittal) which clearly specifies the Permittee's (the person or agency responsible for ensuring that all permit provisions or requirements stipulated by the District for activity within District right-of-way are properly adhered to) name, address, telephone number, and contact person.
- One copy of the Best Management Practices (BMP) Acknowledgement form, signed by the Permittee.
- One CD containing all relevant information (i.e. plans, hydrology, hydraulics, structural calculations, environmental documentation, etc.)
- Seven sets of plans for proposed improvements located within District right-of-way only, signed by a registered civil engineer. (Unless Army Corps of Engineers built facility; then see next bullet.)
- Ten sets of plans for proposed improvements located within District right-of-way, that are within R/W of facilities constructed by the Army Corps of Engineers, signed by a registered civil engineer. Additional information, such as geotechnical reports and structural reports assessing the impact of loading on the channel walls are also required. This information is used for a 408 permit submittal to ACOE (Army Corps of Engineers).
- **FOR ALL PLANS PROVIDED, ONLY INCLUDE PLAN SHEETS WHICH INDICATE WORK WITHIN DISTRICT RIGHT-OF-WAY. DO NOT INCLUDE PLAN SETS SUCH AS STREET LIGHTING, ELECTRICAL OR STRIPING PLANS. PLAN SETS SUBMITTED WHICH INCLUDE EXTRANEIOUS SHEETS NOT IMPACTING DISTRICT RIGHT-OF-WAY MAY RESULT IN ALL SUBMITTED PLAN SETS BEING RETURNED WITHOUT REVIEW.**
- Please do not include fees with initial submittal. A letter will be provided by the District upon receipt of a permit application, requesting appropriate fees in accordance with the current Fee Schedule. All submitted checks must contain the assigned permit number for your project. **Cities, State, public agencies and non-profit organizations/agencies are exempt from filing fees for new permits, but still must pay review and inspection fees. Additionally, State agencies are exempt from review and inspection fees.**
- Two copies of environmental documents and permits related to the project. **IF NO PERMITS ARE REQUIRED, THE DISTRICT MUST BE PROVIDED WITH LETTERS OR E-MAIL VERIFICATION FROM THE REGULATORY AGENCIES STATING THAT NO PERMITS ARE REQUIRED.**
- One copy of the Construction General Permit SWPPP and State Water Resources Control Board-issued WDID, or an Erosion and Sediment Control Plan, as applicable; and the County of San Bernardino (or appropriate municipality) approved Water Quality Management Plan for the related Project.
- One signed copy of the completed Best Management Practices Attachment and Acknowledgement (including Table 1). **The DISTRICT will not issue a Permit without this information being provided.**
- Applications that involve storm drain connections or channel improvements must be accompanied by **three** hard copy sets and **one** electronic copy of hydrology and hydraulic calculations; **input file listings MUST accompany the hydraulic calculations.**
- **Note:** Prior to beginning any permit activities within District right-of-way, a certificate of insurance will be required covering the agency (Permittee and/or contractor) that will be performing the permitted activities. The insurance certificate must meet minimum District requirements, and list both San Bernardino County and San Bernardino County Flood Control District as additionally insured.
- **FAILURE TO PROVIDE ALL NECESSARY INFORMATION MAY RESULT IN DELAY OF THE DISTRICT'S REVIEW**

All submitted plans must contain the following as applicable:

1. **Digital Submittal** Any connection to a Flood Control District facility shall require a CADD or GIS file of the location latitude/longitude at the connection. Additionally, when a Flood Control facility meets qualifications as a Regional facility or if the Flood Control District will assume any type of maintenance or rights-of-way over the facility, a CADD or GIS file showing the basin footprint and/or channel alignment with a minimum of 1 meter accuracy in NAD 1983 State Plane California V FIPS 0405 coordinates shall be submitted. Any basin, channel, or connection alignment/locations shall reflect the actual location in said real world coordinates. Acceptable file formats are as follows: .dgn, .dwg, .dxf, .pro, GIS .shp, or GIS .mdb.
2. **Best Management Practices (BMP) Acknowledgement Form** A copy of this form shall be signed by the Permittee or Permittee's Authorized Agent, and submitted to the District prior to permit issuance. The BMP Attachment can be found in the Flood Control District's Permit Application Package, and shall be included as an exhibit in all permits issued by the District.
3. **Structural Integrity** The District does not review the structural integrity of bridges crossing District right-of-way. It shall be the responsibility of the engineer of record to ensure the structural integrity of proposed bridge crossings.
4. **Title Block/Stationing** Description/type of work, **District stationing** and location of the project. Corps' stationing must be shown for projects impacting a U.S. Army Corps of Engineers' facility.
5. **Vicinity Map** Show the approximate location of the proposed project in relation to major streets and flood control facilities
6. **Streets** All street names must be labeled on all applicable plan sheets.
7. **Right-of-Way** All right-of-way (District, City, Street, Caltrans, etc.) must be clearly shown and labeled on each applicable sheet of the plans with dimensions. **Include a typical section.** Acceptable manner of indicating District right-of-way is SBCFCD R/W or similar. Using a designation such as "R/W" is not acceptable.
8. **Typical Cross Section** Show all existing and proposed improvements as they relate to the District's right-of-way.
9. **Facility Name** All District facilities must be clearly and correctly labeled on the plans. "Flood Control Channel" or similar designation is not acceptable.
10. **North Arrow** Indicate the direction of true north relative to the project site on plan drawings.
11. **Scale** Horizontal and vertical scales must be used on each sheet submitted for review. Use a scale that most accurately reflects the scope of the work that is being proposed.
12. **Benchmark** The control elevation for the project should be shown on the plans.
13. **Notes** General and construction notes must be shown on each plan sheet where applicable. Notes shall be clear, concise, legible and related to the proposed project.

14. **Invert** The invert elevation of all District facilities and the proposed inlet shall be shown on the plans.
15. **Removal** The removal or break out limits of an existing facility must be shown on the plans with dimensions.
16. **Match Line** When a submittal includes multiple sheets within District right-of-way, each sheet shall have a match line to indicate how each sheet relates to one another.
17. **Non-District Standards** Any proposed non-District standard referenced on the plans and/or notes shall be shown on the plans and are subject to District approval.
18. **USA** Underground Service Alert note or similar must be shown on the plans.
19. **Legend** Description of all symbols and abbreviations used on the plans. Include legend on all applicable plan sheets.
20. **Contact Personnel** A list of relevant emergency personnel involved in the proposed project. Include name, title and telephone numbers of relevant parties on the Title Sheet.
21. **Revision Block** Revision block must be placed on all plan sheets.
22. **Plans/Profiles** Show elevations, grades, slopes, length, types and sizes of all proposed facilities and the existing and proposed finished grades.
23. **Drivable Widths** All access routes within District right-of-way shall be constructed in such a manner as to allow unimpeded access to all District maintenance equipment, which includes 18-wheel vehicles. All drivable widths shall be a minimum of 20-feet wide, and shall have the following additional requirements:
- All turns must be constructed with a minimum outside radius of 60-feet, and a maximum outside radius of 25-feet.
 - Hammerhead turnarounds shall be minimum 90-feet by 55-feet. Inside corners shall have a minimum radius of 35-feet.
 - Turnaround areas shall have a minimum radius of 50-feet.
24. **Gate Setbacks** All District access gates shall be set back a minimum of 30-feet from curb face to allow for vehicular access.
25. **Channel Construction** Drainage facilities that are designed utilizing Los Angeles County Flood Control District structural, hydraulic and design criteria shall be acceptable to the District. Please contact the District prior to utilizing design criteria from other agencies.
26. **Underground Utilities** All underground utility crossings of District facilities shall be encased. Acceptable methods of encasement include steel or concrete. A minimum clearance of 5-feet must be shown between bottom of channel invert and top of casing. Plans must show all proposed and existing utilities within the District's right-of-way that will be affected by the proposed project. Trenching details must be shown on the plans indicating method of support of the District's facility, along with supporting structural calculations.
27. **Overhead Utilities** A minimum of 35-feet of line clearance shall be maintained by all electrical lines

over District right-of-way. A minimum of 25-feet of line clearance shall be maintained by other non-electrical overhead lines over District right-of-way. This shall include new installations of aerial crossings and utility poles as well as aerial installations attached to existing poles. The installation of guy wires within District right-of-way is not allowed.

- 28. **Parallel Utilities** Shall be located as close to the District's right-of-way boundaries as possible. A lease agreement or easement shall also be required to be executed **PRIOR** to permit issuance allowing a parallel utility within District right-of-way. Utilities shall have a minimum of 3-feet of cover within District right-of-way.

- 29. **Manholes** Any manhole within District right-of-way shall be shown on the plans with depth, station and rim elevation indicated. The District's minimum manhole cover shall be 36-inches in diameter. All manholes not located within asphalt or concrete must include a manhole apron in accordance with District Standard D260. Under no circumstances shall any manhole within District right-of-way extend above finish grade.

- 30. **Side Drains** All side drain connections to District facilities shall be reinforced concrete pipe (RCP), and shall be sized to adequately convey flows from a 100-year storm event. The size, type and loading must be labeled on the plans. The minimum allowable RCP connection size is 24-inches, with a 1350 D-load. RCP not meeting either minimum criteria shall be rejected.

- 31. **Concrete** All structural concrete shall be 660-A-4000 in all inverts and 660-B-4000 for all walls, including wingwalls and headwalls. All concrete shall conform to Section 201-1 of the Standard Specification for Public Works Construction, latest edition, unless otherwise specified. Concrete for rock structures, bottom controls, and splash pads shall be 560-B or C-3250.

- 32. **Reinforcing Steel** All reinforcing steel shall conform to the requirements of ASTM A-615 and shall be Grade 60.

- 33. **Angle of Entry** The inlet angle to any District facility shall be shown on the plans. The following angles of confluence are recommended:

<u>Super Critical Flows</u>		<u>Sub-Critical Flows</u>	
24" - 33"	90 ° max	Up to 36"	90 ° max
36" - 57"	45 ° max	36" - 57"	45 ° max
60" and over	30 ° max	60" and over	30 ° max

- 34. **HGL** Existing and proposed Hydraulic Grade Lines must be plotted on all plans involving storm drain connections or basin/channel improvements. Indicate Q_{100} and V_{100} in the profile view.

- 35. **Resubmittals** All resubmitted plans must be accompanied by a cover letter that addresses the District's previous comments. Resubmittals without a cover letter addressing previous comments will be returned without review.

San Bernardino County Flood Control District
Schedule of Fees Ordinance No. FCD 16-01

Effective July 1, 2016

(a) Permits and permit amendments:

1. Minor Construction
 - A. Definition: utilities (parallel up to 100', site, non-parallel); general and miscellaneous; small side drain connection (maximum 4"x4" reinforced concrete box (RCB) or 48" diameter reinforced concrete pipe (RCP)):
 - I. Filing fee (non-refundable)..... \$ 434.00
 - II. Review fee (for each connection)..... Actual cost as described in (j) herein (non-refundable)
 Review fee initial deposit..... \$ 3,000.00 /ea connection
 - III. Inspection fee (for each connection) Actual cost as described in (j) herein (non-refundable)
 Inspection fee initial deposit..... \$2,670.00 /ea connection
2. General and miscellaneous use:
 - A. Permit amendments:
 - I. Administrative amendment (for each requested change)..... \$ 281.00 /each change (changes include name change, site change and time extension)
 - B. Confined space video inspection Actual cost as described in (j) herein
 Confined Space Video Inspection Initial Deposit..... \$ 1,300.00
 - C. Monthly land use fee of San Bernardino County Flood Control District property. Minimum \$600/month for area up to 1 acre. Fee prorated above 1 acre..... \$ 600.00 /acre/mo
 - D. Long term encroachment permit:
 - I. Definition: Long term encroachments are site encroachments initially installed under a minor or major permit but involve more permanent structures such as a well site.
 - II. Renewal fee \$ 306.00 (non-refundable)
 - III. Annual inspection fee- Applicable each anniversary date for any permit extending past 1 year term
 Initial Site..... \$ 1,391.00
 Each Additional Site (within one mile radius)..... \$ 343.00
 - IV. Late fee (for annual billings)(non-refundable)..... \$ 306.00 plus 1.5%/month
 NOTE: If any fee is not paid when due and payable, permittee shall pay to the District an additional three hundred and six dollars (\$306) for each fee due as an administrative processing charge. Fees not paid when due shall bear interest from the date due at the rate of one and one-half percent (1 1/2 %) per month.
3. Major Construction:
 - A. Filing fee..... \$ 967.00 (non-refundable)
 - B. Review fee..... Actual Cost as described in (j) herein (non-refundable)
 Review fee initial deposit..... \$ 5,450.00
 - C. Inspection fee..... Actual Cost as described in (j) herein
 Inspection fee initial deposit..... \$ 5,000.00
4. Community Benefit:
 - A. Definition: Community Benefit permits are when community groups want access to facilities for litter removal, graffiti removal or other beneficial reasons.
 - (I) Filing fee..... No fee
5. Non-obstructive existing encroachment (5 year term):
 - A. Definition: Non-obstructive existing encroachments are encroachments where the encroachment does not interfere with the operation and maintenance of the facility and has been in existence for over 10 years:
 - I. Filing fee..... No fee
6. Soil removal or select disposal (goods and services):
 - A. Under 50 cubic yards:
 - I. Borrow..... \$114.00 (non-refundable)
 - II. Aggregate Material for Flood protection group:
 Definition: Aggregate Material for Flood protection group are permits for community and fire agencies who request material for sandbags and pick up the material themselves.
 - a. Filing fee..... No fee
 - B. 50 cubic yards to 100 cubic yards:
 - I. Borrow..... \$ 201.00 (non-refundable)
 - C. 101 cubic yards to and including 10,000 cubic yards:
 - I. Filing fee..... \$ 404.00 (non-refundable)
 - II. Administration and inspection fee:
 - i. Borrow \$1.50/cu. yd. (non-refundable)
 - D. Permit fees for sand and gravel removal over 10,000 cubic yards shall be set by competitive market conditions as determined by bids or proposals. In addition, a filing and inspection fee will apply as follows:
 - I. Filing fee \$ 502.00 (non-refundable)
 - II. Administration and Inspection fee:
 - i. Borrow Actual Cost as described in (j) herein (non-refundable)
 Inspection fee initial deposit..... \$ 2,000.00
 - E. Minor Temporary Ingress \$ 147.00 (non-refundable)
7. Apiary rental site on property..... \$ 1.00 per colony
- A. Apiary rental site on property minimum fee..... \$ 100.00
8. San Bernardino County Flood Control District land use with Board of Supervisors approval:
 - A. Filing fee..... \$ 680.00 (non-refundable)
 NOTE: San Bernardino County Flood Control District land use permits will be negotiated as leases on an individual basis. Existing land use permits will be reissued as leases upon expiration of the permit.

(b) Plans and special provisions:

1. Plans (CD) and special provisions (hardcopy) plus applicable sales tax..... \$ 20.00 /set
 2. Plans and special provisions (CD) plus applicable sales tax..... \$ 8.00 /set
 3. Mailing charge, if applicable..... Actual cost as described in (j) herein
- (c) Reproduction services:
1. Maps, exhibits and plans:
 - A. Prints..... \$ 0.40 /sq. ft.
 - B. Plotting service (3 square feet minimum)..... \$ 0.60 /sq. ft.
 2. Miscellaneous documents:
 - A. Black and white copies:
 - I. 8 1/2" x 11"..... \$ 0.10 /page
 - II. 8 1/2" x 14"..... \$ 0.20 /page
 - III. 11" x 17"..... \$ 0.30 /page
 - B. Color copies:
 - I. 8 1/2" x 11"..... \$ 3.00 /page
 - II. 8 1/2" x 14"..... \$ 3.10 /page
 - III. 11" x 17"..... \$ 3.25 /page
- (d) Hydrology manuals..... \$ 83.00 /manual
- (e) Flood hazard analysis..... \$ 1,751.00 /report
- (f) Hydrologic-climatological research..... \$ 53.00 /half-hour
1. Biannual report..... \$ 41.50 /volume
 2. Transfer of data (CD/DVD)..... \$ 11.00 /each
- (g) Mapping services:
1. Digital data preparation (1/4 hour minimum)..... \$ 26.00 /qtr hr
 2. Digital data on CD..... \$ 10.00 /order
- (h) Area drainage plan fees:
1. Upper Etiwanda area..... \$ 9,790.00 /acre
 2. San Sevaine Creek Area..... \$ 4,405.00 /acre
 3. Comprehensive Storm Drain Plan #3 Project 3-5..... \$ 7,159.00 /acre
- (i) Surplus Property
1. Application fee (non-refundable)..... \$ 1,329.00
 2. Appraisal and Administration..... Actual cost as described in (j) herein (non-refundable)
 Appraisal and administration fee initial deposit..... \$ 3,500.00
 Potential purchaser will be responsible for providing all property boundary surveys, legal descriptions and appraisals of the property. The San Bernardino County Flood Control District will review the survey work, prepare the grant deed and work with the Real Estate Services Department to prepare the resolution and Board agenda item for declaring the property surplus and seek Board of Supervisors' approval of the transaction. These fees are in addition to the requirement that the purchaser pay fair market value for the property.
- (j) Actual cost calculation as identified in Sections (a)(1)(A)(II), (a)(1)(A)(III), (a)(2)(B), (a)(3)(B), (a)(3)(C), (a)(6)(D)(II)(i), (b)(3), and (i)(2) of this ordinance.
1. Actual cost is the sum of:
 - A. The products of multiplying the time spent on the project by the San Bernardino County Flood Control District personnel by the applicable hourly charge rates; and
 - B. Mileage charges; and
 - C. Any other costs incurred by the District in processing the project.
 2. Hourly charge rates and mileage rates:
 - A. Schedule of Charges:

Personnel Classification.....	Hourly Rate
I. Deputy Director.....	\$ 233.00
II. Ecological Resource Specialist.....	\$ 108.00
III. Engineering Technician II.....	\$ 79.00
IV. Engineering Technician III.....	\$ 91.00
V. Engineering Technician IV.....	\$ 106.00
VI. Engineering Technician V.....	\$ 118.00
VII. Equipment Operator I.....	\$ 76.00
VIII. Equipment Operator II.....	\$ 82.00
IX. Equipment Operator III.....	\$ 89.00
X. Equipment Parts Specialist.....	\$ 72.00
XI. Fiscal Assistant.....	\$ 61.00
XII. Land Surveyor.....	\$ 109.00
XIII. Maintenance and Construction Supervisor I.....	\$ 99.00
XIV. Maintenance and Construction Supervisor II.....	\$ 107.00
XV. Maintenance and Construction Worker I.....	\$ 68.00
XVI. Maintenance and Construction Worker II.....	\$ 79.00
XVII. Office Assistant II.....	\$ 52.00
XVIII. Office Assistant III.....	\$ 63.00
XIX. Planner I.....	\$ 98.00
XX. Planner II.....	\$ 121.00
XXI. Planner III.....	\$ 130.00
XXII. Public Service Employee.....	\$ 31.00
XXIII. Public Works Engineer II.....	\$ 125.00
XXIV. Public Works Engineer III.....	\$ 164.00
XXV. Public Works Engineer IV.....	\$ 198.00
XXVI. Public Works Environmental Division Chief.....	\$ 170.00
XXVII. Public Works Operations Supt.....	\$ 144.00
XXVIII. Public Works Operations Supvr.....	\$ 119.00
XXIX. Secretary I.....	\$ 69.00
XXX. Secretary II.....	\$ 71.00
XXXI. Staff Analyst II.....	\$ 96.00
XXXII. Stormwater Program Manager.....	\$ 161.00
XXXIII. Supervising Land Surveyor.....	\$ 154.00
XXXIV. Supervising Planner.....	\$ 135.00
 - B. Mileage Charges..... \$ 0.88 /mile

3. Deposits:
An initial deposit is required for each actual cost project. The initial deposit is as specified in this ordinance. If no amount is specified, the initial deposit is the San Bernardino County Flood Control District's initial estimate of the actual cost of the project. The San Bernardino County Flood Control District may revise its estimate at any time during the processing of the project. If a revised estimate is higher than a previous estimate, the San Bernardino County Flood Control District may require an additional deposit. Notice of any required additional deposit shall be mailed to the applicant. The notice shall include the date by which the deposit must be made, and shall inform the applicant that unless provision for payment is made by the date specified, the application will be deemed denied without prejudice, without further action by the San Bernardino County Flood Control District. Any such denial without prejudice is not appealable. Each estimate shall be the result of a good faith attempt to determine the probable actual cost of the project based on the nature of the project, the District's experience in processing projects, and applicable rates. In addition, the Flood Control Engineer or designee has the authority, with agreement of the applicant, to increase or decrease the required initial deposit amounts based on the complexity of the project.
4. Applicant's obligation to pay actual cost:
The applicant shall pay the actual cost of the project, regardless of any estimate; except that the applicant is not obligated for costs incurred after the applicant delivers to the San Bernardino County Flood Control District either an unconditional written withdrawal of the application, or a written notice to stop work which includes a waiver of any applicable time limits for processing the application.

(k) Waiver/refund of fees:

1. Except as otherwise provided by law, the San Bernardino County Flood Control District Board of Supervisors, by Board action, can waive or refund any fee set forth in this ordinance or any other fee levied by the Flood Control District provided one of the following conditions is met:
 - A. The service for which the fee was levied has not and will not be performed; or
 - B. The fee was collected in error; or
 - C. For other good cause shown, provided such waiver/refund would serve a San Bernardino County Flood Control District purpose.
2. In the event of a disaster, or other good cause shown to serve a San Bernardino County Flood Control District purpose, the Flood Control Engineer may waive or refund any fee set forth in this Ordinance or any other fee levied by the San Bernardino County Flood Control District provided all of the following conditions are met:
 - A. Exigent conditions exist whereby obtaining Board approval of the fee waiver/refund would not be immediately feasible; and
 - B. The amount of the waiver/refund would not exceed \$3,000 per event; and
 - C. The San Bernardino County Flood Control District receives concurrence from the County Administrative Office
3. The Flood Control Engineer, or designee, may refund any fee or deposit set forth in this ordinance provided one of the following conditions is met:
 - A. The service for which the fee or deposit was levied has not and will not be performed; or
 - B. The fee or deposit was collected in error; or
 - C. Unused deposit monies remain on actual cost projects when all charges for the project have been recorded.
4. Agencies with an elected board and cities are exempt from the filing fees and administrative amendment fee.
5. The State is exempt from the filing, administrative amendment and review fees.



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FLOOD CONTROL PERMIT AMENDMENT APPLICATION

PERMIT NO: _____ CITY/COMMUNITY: _____

FILE NO: _____ DISTRICT FACILITY: _____

The undersigned hereby applies for permission to amend the above noted permit to perform the following work. It is understood that completing this application does not constitute permission to commence the work on District right-of-way.

Describe type of work performed within District right-of-way under original permit:

****Is coverage under the State Construction General Permit required for this project?**

(http://www.swrcb.ca.gov/water_issues/programs/stormwater/construction.shtml)

YES

NO

If Yes, provide WDID number: _____

If no, provide justification: _____

CHECK ALL THAT APPLY:

Permittee Name Change To: _____
 Name

Time Extension To: _____
 Date

Revision to Permitted Activity
 (Describe Proposed Revision,
 Including Location of Work): _____

Permittee (*PERMIT AMENDMENT WILL BE ISSUED TO.....*)

Applicant (AGENT FOR PERMITTEE)

Contact _____ Title _____

Address _____

Address _____

City _____ State _____ Zip _____

City _____ State _____ Zip _____

Applicant's Representative (*PRINT*) _____

Phone # _____ FAX # _____

Phone # _____ FAX # _____

_____ Date

All applications shall be accompanied by 7 sets of plans, 2 sets of environmental approvals (if necessary), 3 sets of drainage calculations (if necessary) which include the input file listing, and all applicable fees. The submittal shall also contain one CD copy containing all plans and calculations.

****Permit Amendment issuance will be withheld without the required information**

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Flood Control Operations Division – Permit Section
825 East Third Street, Room 108
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CERTIFICATE OF INSURANCE

NOTE TO PERMITTEE: This form shall be completed by your insurance company. Mail completed form to San Bernardino County Flood Control District, Flood Control Permit Section, 825 East Third Street, San Bernardino, CA 92415-0835.

In accordance with permit requirements, the undersigned does hereby represent to the San Bernardino County Flood Control District and the County of San Bernardino the following policy or policies to _____
(name of insured) fully complies with the following Flood Control District insurance requirements.

- ◆ **PUBLIC LIABILITY AND PROPERTY DAMAGE** – The limits of liability in the Public Liability and Property Damage policy or policies shall not be less than \$1,000,000 combined single limit.

<u>Type of Insurance</u>	<u>Company & Policy No.</u>	<u>Exp. Date</u>	<u>Limits of Liability</u>
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- ◆ **ENDORSEMENT NAMING ADDITIONAL INSURED** – Both **San Bernardino County Flood Control District** AND **County of San Bernardino** are hereby named as additional insured for the purpose of **Permit No. P-_____** inclusion herein of any person or organization as an additional insured shall not affect any right which such person or organization would have as a claimant if not so included.

This insurance shall be primary insurance with respects to the San Bernardino County Flood Control District and County of San Bernardino.

- ◆ **30-DAY WRITTEN NOTICE OF CANCELLATION, 10-DAY FOR NON-PAYMENT** - Policy shall state that 30-days prior written notice of cancellation, change or expiration and 10-days for non-payment shall be given to the San Bernardino County Flood Control District, Flood Control Permit Section, 825 East Third Street, San Bernardino, CA 92415-0835.

Insurance Company: _____

By: _____
Insurance Company Authorized Agent (Signature) _____
Date

Agent's Address: _____ Agent's Phone: _____

Permit No.
File



SAN BERNARDINO COUNTY FLOOD CONTROL DISTRICT

Best Management Practices (BMP) Attachment Acknowledgement

DATE: _____ PERMIT NO.: _____

OWNER/APPLICANT: _____ PHONE: _____
PRINT NAME WET SIGNATURE (Required)

ADDRESS: _____
STREET CITY ZIP CODE

FAX: _____ CELL: _____ EMAIL ADDRESS: _____

AGENT/CONTACT: _____ PHONE: _____
PRINT NAME WET SIGNATURE (Required)

ADDRESS: _____
STREET CITY ZIP CODE

FAX: _____ CELL: _____ EMAIL ADDRESS: _____

Hereby acknowledges reading, understanding, and agreeing to comply with the Best Management Practices (BMP) Attachment in accordance with San Bernardino County Code Ordinance Title 3, Division 5, Chapter 1: Pollutant Discharge Elimination System Regulations (Storm Water Ordinance).

SITE ADDRESS: _____
STREET CITY ZIP CODE

NEAREST INTERSECTION: _____ THOMAS GUIDE: _____

PLEASE SUBMIT THIS DOCUMENT WITH THE APPLICATION

Best Management Practices (BMPs) Attachment

The San Bernardino County Flood Control District (SBCFCD) requires Permittees and their contractors to implement a program to effectively control water pollution during all Permit construction projects. This project shall conform with the requirements of the following County Code and Permits:

- San Bernardino County, California County Municipal Code of Ordinance: Title 3, Division 5, Chapter 1: Pollutant Discharge Elimination System Regulations (Stormwater Ordinance).
- Waste Discharge Requirements for the San Bernardino County Flood Control District, the County of San Bernardino and the Incorporated Cities of San Bernardino County, Order No. R8-2010-0036, National Pollutant Discharge Elimination System (NPDES) No. CAS618036, Areawide Urban Stormwater Runoff.
- NPDES General Permit for Waste Discharge Requirements for Storm Water Discharges from Small Municipal Separate Storm Sewer Systems. Order No. 2013-0001-DWQ, NPDES No. CAS000004.
- NPDES General Permit No. CAS000002, Order No. 2009-0009-DWQ, as amended by 2010-0014-DWQ and 2012-0006-DWQ, Waste Discharge Requirements for Discharges of Storm Water Runoff Associated with Construction Activities.

The Permittee or Authorized Representative and their contractors shall know and fully comply with the applicable provisions of these permits and Federal, State and local regulations that govern the Permittee or Authorized Representative's operations and the stormwater discharges from the project site.

In order to ensure a minimum level of water quality control, the Permittee or Authorized Representative and their contractors shall effectively implement and maintain appropriate Best Management Practices (BMPs) shown in Table 1. In addition, the Permittee or Authorized Representative and their contractors shall comply with the following requirements:

- Sediments shall not be discharged to the storm drain system or receiving waters. Sediments generated on the construction site shall be retained.
- No construction-related materials: waste, spills, or residue shall be discharged from the project site to streets, drainage facilities, receiving waters, or adjacent property by wind or runoff.
- Non-stormwater runoff from equipment, vehicle washing, or any other activity shall be contained within the project site using appropriate BMPs.
- Erosion from slopes and channels shall be prevented.
- Minimize grading during the wet season (October 1st through May 31st). All erosion susceptible slopes shall be covered, planted, or protected in any way that prevents sediment discharge from the project site.

Year-Round Implementation Requirements:

The Permittee or Authorized Representative and their contractors shall have an effective program for implementing, inspecting, and maintaining water pollution control practices for wind erosion control, tracking control, non-stormwater control, and waste management and materials pollution control.

Soil stabilization and sediment control practices shall be provided throughout the rainy season, defined as between October 1st through May 31st, and whenever the National Weather Service predicts rain within 24 hours. The National Weather Service weather forecast shall be monitored and used by the Permittee on a daily basis.

The non-rainy season shall be defined as all days outside the defined rainy season. Disturbed soil areas within the project shall be protected with sediment controls implemented prior to a predicted rain event.

Maintenance and Inspection:

The Permittee or Authorized Representative and their contractors shall be responsible throughout the duration of the project for installing, constructing, inspecting, maintaining, removing and disposing of the BMPs. Unless otherwise directed by SBCFCD, the Permittee or Authorized Representative and their contractors are responsible for BMP implementation and maintenance throughout any temporary suspension of work. The Permittee or Authorized Representative shall reimburse SBCFCD for the full costs of cleaning or repairing of storm drain, water course, or channel which may be necessary due to ineffective implementation of BMPs.

The project site shall be inspected by the Permittee or Authorized Representative or their contractors a minimum of once every week, or at least once for projects that last only one week or less.

Permittee or Authorized Representative shall complete Table 1 in accordance with the following:

- The Permittee or Authorized Representative and their Contractors shall select and implement at least one of the identified erosion control /soil stabilization BMPs listed below, or a combination thereof.
- The Permittee or Authorized Representative and their Contractors shall select and implement at least one of the identified sediment control/barrier BMPs listed below, or a combination thereof.
- The Permittee or Authorized Representative and their Contractors shall select and implement all applicable Non-Stormwater Management and Wind Erosion Controls.
- Not all BMPs will be applicable to every project. Applicability to a specific project shall be verified by the Permittee or Authorized Representative and their Contractor.
- Additional BMPs may be required based on actual field condition, Contractor operations, or construction operations.
- Dewatering BMPs are required for discharging accumulated precipitation (rain and snow melt) and for potential contact with groundwater during excavation. Separate permit requirements are applicable for construction dewatering of groundwater.

TABLE 1 - CONSTRUCTION PROJECT BMPs		
CASQA BMP Fact Sheet - Erosion Controls		BMPs Used
EC-01	Scheduling	
EC-02	Preservation of Existing Vegetation	
EC-03	Hydraulic Mulch	
EC-04	Hydroseed	
EC-05	Soil Binders	
EC-06	Straw Mulch	

CASQA BMP Fact Sheet - Erosion Controls (cont.)		BMPs Used
EC-07	Geotextiles and Mats	
EC-08	Wood Mulching	
EC-09	Earth Dike and Drainage Swales	
EC-10	Velocity Dissipation Devices	
EC-11	Slope Drains	
EC-12	Stream Bank Stabilization	
EC-14	Compost Blankets	
EC-15	Soil Preparation-Roughening	
EC-16	Non-Vegetated Stabilization	
CASQA BMP Fact Sheet - Sediment Controls		BMPs Used
SE-01	Silt Fence	
SE-02	Sediment Basin	
SE-03	Sediment Trap	
SE-04	Check Dams	
SE-05	Fiber Rolls	
SE-06	Gravel Bag Berm	
SE-07	Street Sweeping	
SE-08	Sandbag Barrier	
SE-09	Straw Bale Barrier	
SE-10	Storm Drain Inlet Protection	
SE-11	Active Treatment System	
SE-12	Manufactured Linear Sediment Controls	
SE-13	Compost Sock and Berm	
SE-14	Biofilter Bags	
CASQA BMP Fact Sheet - Non-Stormwater Management Controls		BMPs Used
NS-01	Water Conservation Practices	
NS-02	Dewatering Operation	
NS-03	Paving and Grinding Operation	
NS-04	Temporary Stream Crossing	

CASQA BMP Fact Sheet - Non-Stormwater Management Controls (cont.)		BMPs Used
NS-05	Clear Water Diversion	
NS-06	Illicit Connection- Illegal Discharge Connection	
NS-07	Potable Water Irrigation Discharge Detection	
NS-08	Vehicle and Equipment Cleaning	
NS-09	Vehicle and Equipment Fueling	
NS-10	Vehicle and Equipment Maintenance	
NS-11	Pile Driving Operation	
NS-12	Concrete Curing	
NS-13	Concrete Finishing	
CASQA BMP Fact Sheet - Wind Erosion Controls		BMPs Used
TC-01	Stabilized Construction Entrance and Exit	
TC-02	Stabilized Construction Roadway	
TC-03	Entrance Outlet Tire Wash	

Report of Non-Permitted Discharge and Enforcement:

If the Permittee or Authorized Representative or their contractors identify any non-permitted discharge into the storm drain system or receiving waters in a manner causing, or potentially causing, a condition of pollution, or if the project receives a written notice or order from any regulatory agency, the Permittee or Authorized Representative or their contractors shall immediately inform SBCFCD Permit Division. The Permittee or Authorized representative or their contractors shall submit a written report (see below, “Notice of Non-Permitted Discharge”) to the SBCFCD within 5 days of the discharge event, notice or order. The Permittee or Authorized Representative and their contractors are subject to enforcement action by Chapter 1, § 35.0129, Criminal Penalties and states, “(a) Any person who willfully violates any provision of this Chapter or any permit condition; who knowingly violates any stop work order, cease and desist order, termination or immediate termination order, prohibition or effluent limitation; who knowingly makes false statements, representation or certification in any application, record, report, plan or other document filed or required to be maintained pursuant to this Chapter or NPDES permit; or who falsifies, tampers with or knowingly causes inaccuracy in any monitoring device or method required or authorized under this Chapter shall be guilty of an infraction or misdemeanor as hereinafter specified. (b) Each day or portion thereof such violation is in existence shall be a new and separate offense. (c) Any person so convicted shall be: (1) Guilty of an infraction offense and punished by a fine not exceeding \$100.00 and not less than \$50.00 for a first offense; (2) Guilty of an infraction offense and punished by a fine not exceeding \$200.00 and not less than \$100.00 for a second offense. (3) Guilty of a misdemeanor for the third and any additional offenses and punished by a fine not exceeding \$1,000.00 and not less than \$500.00 or six months in jail, or both. (d) Notwithstanding the above, a first or second offense may be charged and prosecuted as a

misdemeanor. (e) Payment of any fine or service of a jail sentence shall not relieve a person, firm, partnership, corporation or other entity from the responsibility of correcting the condition resulting from the violation.”

In addition, the Permittee or Authorized Representative and their contractors are subject to enforcement action by the State Water Resources Control Board (SWRCB), Environmental Protection Agency, private citizens and citizen groups. The Permittee or Authorized Representative and their contractors shall be responsible for the costs and for liabilities imposed by law as a result of the Permittee or Authorized Representative or their contractor's failure to comply. Costs and liabilities include, but are not limited to, fines, penalties and damages whether assessed against SBCFCD or the Permittee or Authorized Representative or their contractors, including those levied under the Federal Clean Water Act and the State Porter Cologne Water Quality Act.

Notice of Non-Permitted Discharge

To: _____

Date: _____

Subject: Notice of Discharge

Project Name: _____

Permit Number: _____

Date, time, and location of discharge:

Type of operation that resulted in the discharge:

Describe any adverse impacts resulting from the discharge:

Describe existing BMP(s) in place prior to the discharge event:

Date and type of corrective action or BMPs deployed after the discharge:

Proposed corrective actions to be taken to reduce, eliminate, and/or prevent recurrence of the discharge: _____

Name of Contact

Person Title

Company

Telephone Number

Signature

Date